



**DENMARK  
TECHNICAL COLLEGE**

**PRESIDENTIAL POLICY # 02.30.06.02(2020) FACULTY AND STAFF  
PERSONNEL INVOLVEMENT IN THE DECISION-MAKING PROCESS**

**Policy Title:** Faculty and Staff Personnel Involvement in the Decision-Making Process

**Policy Type:** Presidential Policy

**Policy Number:** PRES Policy #02.30.06.02 (2020)

**Legal Authority:** Denmark Technical College Area Commission

**State Board Policy:** None

**Approval Date:** May 27, 2020

**Responsible Office:** Academic Affairs

**Responsible Executive:** Vice President of Academic Affairs

**Applies to:** College Community

**POLICY STATEMENT**

In order to ensure appropriate involvement of faculty and staff personnel in the decision-making process of Denmark Technical College, four parent committees: Academic Affairs, Fiscal Affairs, Student Services, Institutional Advancement and Effectiveness; and Divisional Councils, subcommittees, and ad-hoc committees shall be established.

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Procedures:

- A. Policy recommendations of a standing subcommittee must be approved by its parent committee, the Executive Cabinet, the President, and the Area Commission to gain full institutional approval.
- B. A standing committee may delegate authority to its subcommittees to act for the parent standing committee.
- C. A standing committee may request resource persons from among the Denmark Technical College faculty and staff.
- D. All actions taken by subcommittees must be approved by their parent standing committees. Actions taken by standing committees must be submitted to its reporting Vice President and then provided to the Executive Cabinet for review and approval. All actions taken by the council must be submitted to the President.
- E. Upon receiving minutes concerning actions taken, the President can address the council to discuss the problems with recommended actions within two (2) weeks of receiving the minutes.
- F. Resource persons may be added to subcommittees as needed to serve as consultants.
- G. Each standing committee must file a written annual report and make an oral report of its actions to the Faculty/Staff body at the opening and closing institutes.
- H. The chairperson of the standing committee, or subcommittee, shall serve as parliamentarian at meetings.
- I. Committees will meet at a minimum of three times per semester.
- J. Each person who serves on a committee or subcommittee must possess an adequate background of education and experience to enable him/her to address effectively the duties and responsibilities of the committee or subcommittee.
- K. The chairperson of each subcommittee will be selected from the membership of its respective parent standing committee.
- L. The chairperson of each standing committee shall be appointed by the president.
- M. The repository of all official committee minutes shall be in the Office of Institutional Advancement and Effectiveness.

I. ACADEMIC AFFAIRS

Membership

The Vice President of Academic Affairs, Associate Vice President of Workforce Development, Division Deans, Dean of the Learning Resource Center (LRC), Director of Career Planning, Placement, and Student Success, and the Registrar shall serve on this council. The Vice President of Academic Affairs shall serve as chair of the Academic Affairs Leadership Council.

## Functions

Conduct a continuous study of all phases of the academic program; formulate and interpret academic policies; encourage the evaluation and improvement of academic programs; encourage the use of new methods and technology in teaching; formulate policies for all developmental and honors programs; draft the annual academic calendar; review qualifications of candidates for honorary awards; assist the Executive Cabinet and others in planning in-service days and other faculty and staff development activities; recommend priorities for the use of financial resources as it pertains to instructional matters; oversee the work of the Divisions: Business, Computers, and Related Technologies; Public Services; Industrial and Related Technologies; Arts and Sciences, and Nursing.

## SUBCOMMITTEES

### A. Divisional Councils

#### Membership

All full-time and part-time faculty members of the respective division.

#### Functions

Review and maintain all academic policies and procedures of the College. Monitor the divisions' academic programs with regard to academic regulations, new programs, graduation requirements, and the Learning Resources Center; recommend curriculum changes and proposals for additions and deletions of courses; recommend curriculum changes to the Curriculum and Instruction Committee and the Academic Affairs Leadership Council. If approved by the Council, the Vice President for Academic Affairs will present the recommended changes to the Executive Cabinet for approval; monitor and make appropriate recommendations regarding programs, activities, and resources that are pertinent to the development of students; and consider curriculum issues as may be referred. Each Divisional Council is chaired by the dean of the division.

### B. Learning Resources

#### Membership

Director of Learning Resource Center, two faculty members, one staff member, and two students. The Director of the Learning Resource Center shall serve as the chair of this committee.

#### Functions

Serve as liaison among faculty, students and LRC; promote and encourage use of the LRC; monitor operations of the LRC; review LRC procedures and policies; and recommend changes in policies and procedures.

### C. Curriculum Instruction Committee

#### Membership

One full-time faculty member from each Division.

#### Functions

Serves as a resource to assist faculty in the development of curriculum proposals; focus on curricular issues of the College and be responsible for submitting recommendations to the parent

committee; discuss and recommend proposals affecting the academic program of the College, including but not limited to course proposals, program changes, addition and deletion of programs, degree requirements, and general policies with impact on instruction and learning. The chair of this committee shall be a full-time faculty member voted on by full-time faculty members in a faculty meeting facilitated by the Vice President of Academic Affairs.

#### D. Academic Appeals Committee

##### Membership

Two Academic Deans, three faculty members, and two staff members

##### Functions

Serves as an appeals board upon receipt of written request from faculty and students who seek academic forgiveness and acts on appeals of students who are on academic probation or who have been suspended for academic reasons. The decisions of the Academic Appeals Committee will be final.

## II. FISCAL AFFAIRS

##### Membership

Vice President of Fiscal Affairs, Director of Grants and Contracts, Associate Vice President of Institutional Advancement and Effectiveness, Director of Information Technology, one faculty member, one staff member, and one student. The Vice President of Fiscal Affairs shall serve as the chairperson of this subcommittee.

##### Functions

Monitor all financial matters and review reports concerning the financial status of the College. Review and/or make recommendations concerning all budget matters involving revenues and expenditures.

## SUBCOMMITTEES

### A. Safety

##### Membership

Executive Vice President of Administration, Vice President of Fiscal Affairs, Chief of Public Safety, Director of Grants and Contracts, Vice President of Student Services, Associate Vice President of Institutional Advancement and Effectiveness, Director of Information Technology, one faculty member, one staff member, and two students. The Vice President of Fiscal Affairs shall serve as this chairperson of this subcommittee.

##### Functions

The purpose of the Safety Committee shall be to recommend and take necessary action to assure the safety and security of all DTC students, faculty, and staff.

## B. Space Utilization

### Membership

Vice President of Fiscal Affairs, Director of Grants and Contracts, Associate Vice President of Institutional Advancement and Effectiveness, Vice President for Academic Affairs, Vice President for Student Services, Director of Information Technology, Inventory Coordinator, one faculty member, one staff member, and one student.

### Functions

The purpose of the Space Utilization Committee is to support the College's Strategic Plan goals and objectives by promoting safe, adequate, well-maintained facilities and signage that support excellence in education and maintain the aesthetics of the College's facilities.

## III. STUDENT SERVICES COMMITTEE

### Membership

Vice President of Student Services, Director of Enrollment Management, Director of Financial Aid, Student Activities Coordinator, Director of Career Planning, Placement, and Student Success, Director of Residence Halls, two faculty members, three staff members, and two students. The Vice President of Student Services shall serve as chair to the Student Services Committee.

### Functions

Conduct a continuous study of all phases of the Student Services program and associated policies and practices and make recommendations for improvement; review matters involving student life on campus; recommend policies and procedures involving orientation, disciplinary problems; student activities, health and food services, counseling, and student housing; serves as the central advisory body for student life on campus; review student clubs and organizations; and oversee the work of the following subcommittees: Scholarship and Financial Aid; Student Appeals; Student Grievance Review; and Student Development.

## SUBCOMMITTEES

### A. Financial Aid

#### Membership

Vice President of Fiscal Affairs, Director of Grants and Contracts, Director of Financial Aid, and an Academic Champion. The Director of Financial Aid shall serve as the chairperson of this committee.

#### Functions

Study financial aid and scholarship policies and practices and recommend action for improvement; review and make recommendations concerning all scholarships and grants to students as related to the financial aid policies of the College; and supervise the use of all student-aid programs.

## B. Student Appeals

### Membership

The Vice President of Student Services serves as an ex-officio member. Three faculty members appointed by the Vice President of Student Services, one member of the student services staff appointed by the Vice President of Student Services and three students appointed by the governing body of the SGA. The chair shall be appointed by the President from among membership of the committee.

### Functions

Consider the case of a student who declines to accept the finding of the Vice President of Student Services to: hear an appeal from a student charged with an infractions that may result in disciplinary action; hand down a decision based only on evidence introduced at the hearing; provide the student defendant with a statement of the committee's decision including findings of fact and if applicable, to impose one or more of the following sanctions: a) a written reprimand, b) an obligation to make restitution or reimbursement, c) a suspension or termination of particular student privileges, d) disciplinary probation, e) suspension from the College, f) expulsion from the College, and g) any combination of the above.

## C. Student Grievance Review

### Membership

One administrator appointed by the President, who shall serve as chairperson of the committee, Director of Enrollment Management, two faculty members appointed by the Vice President of Student Services, one Academic Counselor, one student services staff member appointed by the Vice President of Student Services, and two students appointed by the governing body of the SGA.

### Functions

Since all grievance committee members are ad-hoc and shall be formed to hear specific complaints, this subcommittee will assist the Vice President of Student Services in managing, monitoring, and evaluating the effectiveness of this system.

## D. Admissions/Registration/Recruitment

### Membership

Vice President of Student Services, Director of Enrollment Management, Director of Distance Education and Outreach, Registrar, Director of Information Technology, two faculty members, one Academic Champion, one staff member, and two students. The Director of Enrollment Management shall serve as the chairperson of this committee.

### Functions

Study and recommend policies governing recruitment, selection, admission, re-admission, and retention of students; develop and execute – in conjunction with the Admissions Office – a program for recruitment of students; and advise the Registrar in the admission, re-admission, and recruitment of students.

E. Default Management

Membership

Executive Vice President of Administration, Vice President of Fiscal Affairs, Vice President of Academic Affairs, Vice President of Student Services, Associate Vice President of Institutional Advancement and Effectiveness, Director of Financial Aid, Director of Career Planning, Placement, and Student Success, Director of Enrollment Management, the Registrar, and the President (ex-officio). The Vice President of Student Services shall serve as the chairperson of this committee.

Functions

To monitor Default Management Plan for the College and to advise the Default Management Staff.

F. Graduation

Membership

Executive Vice President of Administration, Vice President of Academic Affairs, Vice President of Student Services, Director of Financial Aid, Director of Career Planning, Placement, and Student Success, Student Activities Coordinator, Public Relations Officer, two faculty members, three staff members, and two students. The chairperson of this committee shall be appointed by the Vice President for Academic Affairs.

Functions

This committee serves as the planning team for all graduation needs and activities.

G. Homecoming

Membership

Vice President of Student Services, Public Relations Officer, Director of Financial Aid, one Student Services Coordinator, two faculty members, and two staff members, two students, and one member of the alumni (if available). The Vice President for Student Services shall serve as the chairperson of this committee.

Functions

This committee serves as the planning team for all homecoming needs and activities.

H. Athletics

Membership

Vice President of Student Services, Public Relations Officer, one Academic Champion, Director of Financial Aid, Director of Career Planning, Placement, and Student Success, Student Activities Coordinator, two faculty members, two staff members, and two students. The Athletic Director shall serve as the chairperson of this committee.

Functions

The principal functions of the Athletic Committee is to advise the Denmark Technical College Administration on all major decisions affecting the administration of the athletic department. The Athletic Committee shall recommend policy on DTC Athletics of the Athletic Director and the President.

#### IV. INSTITUTIONAL ADVANCEMENT AND EFFECTIVENESS COMMITTEE

##### Membership

Associate Vice President of Institutional Advancement and Effectiveness, Executive Vice President of Administration, Vice President of Academic Affairs (or an appointed designee), Public Relations Officer, Vice President of Fiscal Affairs, three faculty members, one alumni/staff, and one student. The Associate Vice President of Institutional Advancement and Effectiveness shall serve as the chair for this committee.

##### Functions

Monitor the planning, evaluation, and communication of activities for the College and make recommendations for improvements; assist in planning and coordinating all major programs and special events and in reviewing and approving all major institutional publications; oversee the work of the following subcommittees: Publications, Public Relations Officer and Grants, Information Resources Management, and Special Events.

#### SUBCOMMITTEES

##### A. Publications, Public Relations Officer, and Grants

##### Membership

Executive Vice President of Administration, Public Relations Officer, Associate Vice President of Institutional Advancement and Effectiveness, Vice President of Academic Affairs, Vice President of Student Services, three faculty members, two staff members, and two students. The Associate Vice President of Institutional Advancement and Effectiveness will be the chairperson of this committee.

##### Functions

Review and make recommendations concerning institutional planning, research, and development, publications, and distribution of all College publications; make recommendations concerning proposals for funding; and encourages employees to write proposals for generating financial resources.

##### B. Information Technology

##### Membership

Director of Information Technology, representative from each of the following areas: Academic Affairs; Fiscal Affairs; Student Services; Institutional Advancement and Effectiveness; one faculty member; and one student. The Director of Information Technology will be the chairperson of this committee.

##### Functions

Assist in developing and implementing plans for the establishment and maintenance of an adequate



computerized system to support both the academic and administrative functions of the College.

### C. Special Events

#### Membership

Public Relations Officer, Vice President of Academic Affairs, Director of Grants and Contracts, Vice President of Student Services, Area Commission Representative, two faculty members, seven staff members, and two students (one resident, one non-resident). The chairperson of this committee will be appointed by the President.

#### Functions

Recommend a College theme each year to focus the work of College personnel. Study problems related to publicizing campus activities and propose possible solutions; work with ad-hoc committees in planning and conducting special programs such as Homecoming, Parent's Day, Founder's Day, Martin Luther King, Jr. Day, Convocations, and Commencement; develop strategies to strengthen relations with external constituents; plan and coordinate all major programs and special events of the College; develop strategies for welcomed guests and ensure that arrangements are made to accommodate them during their visit; and develop and recommend to the President an annual program of Public Relations Officer initiatives and special programs for the purpose of improving relations and communications between the College and its critical public – businesses, industries, legislators, parents, key citizens, and others.

### D. Distance Learning

#### Membership

Divisional Deans, Director of Distance Learning and Outreach, Associate Vice President of Institutional Advancement and Effectiveness, Vice President of Academic Affairs, Director of Grants and Contracts, Vice President of Student Services, Dean of Library Resources, Director of Enrollment Management, five faculty members, four staff members, and two students (one resident, one non-resident). The chairperson of this committee will be one of the deans and will be appointed by the Vice President of Academic Affairs.

#### Functions

Develops and disseminates standards of best practices for distance learning courses; assists in the evaluation of distance learning activities and recommends changes to improve the Distance Learning program outcomes; reviews and recommends support (faculty, students, technology and administrative) services necessary for a sound distance learning program; initially develops and subsequently provides input on distance learning plan, faculty who teach online courses and student handbooks; recommends development of new courses, certificates, and degrees to be delivered by distance learning; advises the instructional designer and DL staff on the need for faculty development and resources needed to develop and implement distance learning courses; provides recommendations for effective and efficient management of the Learning Management System; facilitates and coordinates SACSCOC compliance for Distance Learning and related Substantive Change, coordinates with Academic Affairs to ensure program integrity; provides recommendations for Information Technology to ensure Functionality of system and Network integrity; provide recommendations for the Dean of Library Resources to ensure online library access for DL students; and provides recommendations for Business offices to ensure online payment.

## E. Institutional Review Board

### Membership

Two faculty members, one staff member, and one Institutional Advancement and Assessment member. The Associate Vice President of Institutional Advancement and Effectiveness will appoint a chairperson of this committee.

### Functions

This committee will monitor all grant activities to ensure that the college adheres to best practices pertaining to safeguarding the rights and welfare of human subjects participating in the research at the College. It is the responsibility of the Institutional Review Board (IRB) to safeguard the rights and welfare of human subjects who participate in Research at Denmark Technical College. The Board is obligated and authorized to:

1. Ensure the subjects are adequately informed of the nature of the study;
2. Ensure the subjects' participation is voluntary;
3. Ensure the benefits of the study outweigh the risks;
4. Ensure the risks and benefits of the study are evenly distributed among the possible subject population;
5. Request progress reports and oversee conduct of the study;
6. Place any restrictions needed on the study when increased risks are involved; and
7. Suspend or terminate human subjects' activities that violates regulations, policy, procedures, or an approved protocol, and report such violations, suspensions, and/or terminations to the College's Official and applicable agency.

In addition, the Board has the authority to:

1. Review, approve, require modification in, or disapprove all research activities, including proposed changes in previously approved human subject research;
2. Conduct initial and continuing review (no less than one per year), approving research, and reporting IRB findings to the investigator and the College;
3. Determine which projects require review more than annually and which projects need verification from sources other than the investigator that no material changes have occurred since the previous IRB review;
4. Ensure that changes in approved research protocols are reported promptly and are not initiated without IRB review and approval, except when necessary to eliminate apparent immediate hazards to the subjects;
5. Where appropriate, the IRB will determine that adequate additional protections are ensure for vulnerable populations as required by subparts B, C, and D of 45 CFR 46.

## F. Quality Enhancement Plan

### Membership

Representatives of all sectors of the College's stakeholders. The Director of the Quality Enhancement Plan will serve as the chairperson of this committee.

### Functions

This committee is charged with the task of producing a Quality Enhancement Plan (QEP) for Denmark Technical College in compliance with SACSCOC standards. The committee also provides guidance and makes recommendations regarding the development, implementation, management, and adjustment of the QEP. The committee also engages in continuous improvement of curricular and co-curricular aspects of the QEP in concert with the mission of the College; oversees faculty and staff development related to initiatives of the QEP to deliver the QEP curriculum and co-curricular activities; recommends modifications in response to ongoing assessment of student learning and programmatic outcomes; recommends allocation of appropriate fiscal and human resources to fulfill the mission of the QEP; and maintains an ongoing internal and external communication plan with all key constituencies.

### INTERNATIONAL STUDENT COMMITTEE (STANDING TASK FORCE)

#### Membership

Executive Vice President of Administration, Director of Enrollment Management, Director of Distance Education and Outreach, Associate Vice President of Institutional Advancement and Effectiveness, Vice President of Academic Affairs, Vice President of Fiscal Affairs, Registrar, one Divisional Dean, one faculty member, Vice President of Student Services, one Recruiter, and one Administrative Assistant. The Director of Enrollment Management will serve as the chairperson of this committee.

#### Functions

The responsibilities of this ad-hoc committee are:

1. The development of a plan of action for recruiting and admitting international students through sponsorships.
2. To create best practices on enrollment methods.
3. To create policies and procedures for international admission and program manuals for the international students' program.
4. To create and review programs and services we currently have and will be needed for international students.
5. To create strategies for internationalization of the College.

### STANDING AD-HOC COMMITTEES

#### Denmark Technical College Policies and Procedures Review Committee

##### Membership

Executive Vice President of Administration, Associate Vice President of Institutional Advancement and Effectiveness, Vice President of Fiscal Affairs, Vice President of Academic Affairs, Vice President of Student Services, Director of Grants and Contracts, Director of Information Technology, Associate Vice President for Workforce Development, Director of Human Resources, and eleven resource staff members. The chairperson of this committee will be appointed by the President.

### Functions

This Ad-hoc committee is hereby established to begin the laborious task of reviewing and updating institutional policies and procedures. The Committee will be chaired by the Associate Vice President of Institutional Advancement and Effectiveness and will be in session until all required policies and procedures of the College are updated and new policies and procedures are developed and approved by respective authorities. The review will ensure institutional effectiveness, maintain compliance, and strengthen operational best practices.

### **DEFINITIONS**

*There are no definitions associated with this policy.*

### **CONTACT(S)**

The Vice President of Academic Affairs officially interprets this policy. Additionally, the Vice President of Academic Affairs is responsible for obtaining approval for any revisions as required through the appropriate governance structures. Questions regarding this policy should be directed to the Office of Academic Affairs.

### **STAKEHOLDER(S)**

College community

### **POLICY CONTENTS PUBLICATION**

The policy will be widely distributed to the College community. To ensure timely publication and distribution thereof, the Vice President of Academic Affairs will make every effort to:

- Communicate the policy in writing, electronically, or otherwise to the College community, including current and prospective students within fourteen (14) days of approval;
- Submit this policy for inclusion in the Policy Library within fourteen (14) days of approval;
- Post the policy on the College's webpage and all other related webpages, in the student handbook, and in the College catalog; and
- Educate and train all stakeholders and appropriate audiences on the policy's content as necessary.

### **REVIEW SCHEDULE**

- Next Scheduled Review: May 27, 2022
- Approval by, date: Area Commissioners, May 27, 2022
- Revision History: 1995
- Supersedes: N/A

**RELATED DOCUMENTS**

*There are no related documents associated with this policy.*

**FORMS**

*There are no forms associated with this policy.*

